

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, September 11, 2023

A regular meeting of the Indeterminate Sentence Review Board (ISRB) was held whose office is located at 637 Woodland Square Loop SE, Lacey, WA 98504. The meeting started at 9:00 a.m.

Board Members:

Kecia Rongen
Lori Ramsdell-Gilkey – Not Present
Jeff Patnode
Elyse Balmert
Jill Getty

Staff:

Corey McNally, Executive Director	Rebecca Torrence, Executive Assistant
Heather Duell, Admin. Assistant III	Kerri McNeil, Victim Liaison
Ronda DeBower, Records Supervisor	Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III	Christine Hunter, Correctional Records Technician
Ron Frederick, Hearing Investigator III	Vilayvanh Janis, Correctional Records Technician
Matt Frank, Hearing Investigator III	Teresa Schmidt, Correctional Records Technician
Theresa Hinds, Hearing Investigator III	Nadine Tucker, Correctional Records Technician
Kathleen Trombley, Program Specialist III – Not Present	
Sarah Lykes, Office Assistant	
Ji Soo Shin, Admin. Assistant I - Not Present	

I. Board and Staff Discussion

- Hearings Calendar – The Hearings Calendars for September through November 2023 were reviewed and approved.

- Monthly Data Report

Jul-23

Aug-23

RELEASE HEARINGS	47	40
RELEASABLE	25	*
NOT RELEASABLE	21	*
CONTINUED/RESCHEDULED	1	*
VIOLATION HEARINGS IN CUSTODY:	13	17
VIOLATION HEARINGS OUT OF CUSTODY:	3	3
REVOKED:	9	7
REINSTATED:	7	4
CONTINUED ON ACTIVE STATUS:	0	2
PENDING:	0	4
CONTINUED:	0	0
ARREST @ OOC HEARING	0	0
Sched New Hearing - New Info:	0	0
TOTAL HEARINGS	63	60
ADMINISTRATIVE REINSTATEMENTS:	0	0
LETTERS TO VICTIMS/SURVIVORS:	106	71
EMAILS TO VICTIMS/SURVIVORS:	19	10
MAIL RETURN:	18	39
SUMMARIES PROVIDED:	2	17
HEARINGS ATTENDED:	1	0
VICTIM SURVIVOR MEETINGS:	3	3
EXCLUSION ZONE CONDITION REQUESTS:	0	7
EXCLUSION ZONE RE-VERIFICATIONS:	1	2
REFRAIN FROM CONTACT REQUESTS:	0	0
ORPs APPROVED:	19	24
RELEASE FROM NON-BOARD CAUSE:	0	0
ORPs DENIED:	10	9
RELEASES CANCELLED/SUSPENDED:	2	3
ICOTS:	2	1
FINALS ISSUED:	0	2
STIPULATED AGREEMENTS:	24	30

BOARD WARNINGS FY23	7	5
COORESPONDENCE - US MAIL	53	46
COORESPONDENCE - E-MAIL	20	50

*** This data will be pulled when the month is closed.**

- Check ins
- APAI 2024 Host Committee Update – The Host Committee reported we are on track with the 2024 APAI Conference details.

II. Chair's Report

- Ms. Rongen attended a National Institute of Corrections (NIC) meeting in Washington D.C. the week of September 4, 2023. There were approximately 30 attendees. The topic was Community Supervision Leadership: Leading with Purpose, Innovation and Resilience. There was discussion about challenges faced by all agencies nationwide in that they are very similarly facing the same challenges. The NIC team is working on gathering information using Structure Decision-Making Framework (SDMF) to analyze and report out the data collected. They are also working on SDMF E-Learning to launch in January 2024.

III. Executive Director Report

- Mr. McNally is diligently working on contracting new attorneys for representing the Incarcerated Individuals for hearings. Ms. Torrence is submitting the contracts and staff will be notified as the contracts are executed.

IV. Board Member Reports

- Mrs. Getty reported out on what the Sex Offender Policy Board is working on a recommendation to the Sentencing Guidelines Commission to be reported in mid-October.
- Ms. Balmert reported that the in-person hearings that were conducted at Airway Heights Corrections Center were successful. There was an informational meeting held with treatment providers housed on the eastside.

V. RCW 9.95.422 Case Deliberations

- No cases were deliberated.

VI. Closed Session

- Cases were discussed.
- Mrs. DeBower brought forward a concern regarding DOC restoring an Incarcerated Individual's good time when they are under the jurisdiction of the Board without notifying the Board. Ms. Rongen will request that DOC notify the Board when good time is being restored. The records staff will work on an internal process for tracking purposes.

VII. Adjourn – 1:30pm

DocuSigned by:

Kecia Rongen

Kecia Rongen, Chair

Not Present

Lori Ramsdell-Gilkey, Member

DocuSigned by:

Jeff Patnode

Jeff Patnode, Member

DocuSigned by:

Elyse Balmert

Elyse Balmert, Member

DocuSigned by:

Jill K. Getty

Jill Getty, Member